

MONTGOMERY COUNTY COUNCIL

FY 2008 Council Grant Application

The Montgomery County Council believes that a strong partnership with non-profit organizations is critical to meeting County objectives. Each organization must complete and submit one of the following for each funding request:

- County Council's application form;
- a copy of the FY08 Community Services Grant;
- a copy of the FY08 Community Empowerment Grant; or
- a copy of the FY08 Community Development Block Grant application.

I. PURPOSE

The Council will fund projects that advance the County's services, goals and objectives in areas such as the following: community development, economic development, education, health and human services, and recreation.

If you are interested in applying for an arts and humanities grant, please contact Ms. Fran Abrams of the Arts and Humanities Council at 301 565-3805 or grants@creativemoco.com

If you are interested in applying for an adult literacy or ESOL grant, please contact Ms. Laura Lester of McCALESOL at 301-562-5517.

II. ELIGIBILITY

Any organization, institution or association incorporated as a private, not-for-profit organization designated under 501 (c)(3) of the Internal Revenue Service that provides services or activities in Montgomery County is eligible to apply.

An organization may seek funding from the Council regardless of whether it has previously applied for County grant funds from programs such as the Community Development Block Grant or Community Services Grant programs.

All funded projects must begin and be completed between July 1, 2007 and June 30, 2008. Grant funds are allocated to an organization through a sole-source contract in the form of a reimbursement, only after the organization provides documentation verifying that it has purchased the items or provided the services delineated in the grant award. The goods should not be purchased or services provided prior to the execution of the contract with the County even if this is after July 1, 2007.

Funds to apply to prior year deficits will not be considered eligible under this grants program.

III. DEADLINE AND CALENDAR

A. **Deadline for application is 4:00 p.m. Thursday, February 1, 2007.**

- B. **Applications may be hand-delivered or sent by postal mail.** Hand-deliver or mail applications to the Legislative Information Services Office of the Montgomery County Council, 100 Maryland Avenue, 5th floor, Rockville, Maryland 20850. **Organizations must submit five complete copies of each application.** Applications should be stapled or clipped but not bound.

IV. **APPLICATION and FUNDING**

- A. Applications must be typed and submitted on the appropriate forms with the required attachments.
- B. Inclusion of in-kind services and or matching funds from other non-County sources are encouraged, but not required. These services or matching funds may be defined as any resources that expand the impact of the grant funds.
- C. Required information includes:
1. Proof of applicant's not-for-profit and incorporation status.
 2. Financial statement for applicant's last complete fiscal year.
 3. Complete budget for applicant's current fiscal year (total organization budget).
 4. Current list of applicant's Board of Directors.
 5. Lease or letter from facility owner if proposal is for a renovation project.
- D. For capital items, narrative should clearly list all proposed items/services to be purchased, explain nature and purpose of items/services, and provide brief explanation of how purchase will contribute to County objectives.

V. **SUPPORT RESTRICTIONS**

Grants will be awarded for projects in Montgomery County only. Organizations must provide service or activities for Montgomery County residents. Organization headquarters can be outside of Montgomery County as long as the organization demonstrates that the activities and services supported by grant funds benefit Montgomery County residents.

VI. **REVIEW PROCESS**

Applications will be reviewed by Council staff for any missing information. Applications will also be reviewed by a Grants Advisory Group appointed by the County Council. Applicants will be asked to respond to any questions from the Grants Advisory Group and allow site visits, if requested. The Grants Advisory Group will provide the County Council with a report by April 25 that will include comments on all grant applications. Grant proposals may be reviewed individually at Council or Council Committee worksessions.

Evaluation criteria may include, but are not limited to the following: cost-benefit ratio; degree and extent of public benefit; strength of organization and strength of proposal.

The Council is scheduled to provide additional guidance to the Grants Advisory Group prior to the grant review process.

VII. GRANT CONTRACT

A. Grantees will be required to:

1. Sign a contract detailing terms with Montgomery County.
2. Assure the County that they intend to comply with Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin or handicap.
3. Acknowledgement must be given to Montgomery County Government in all publicity and in all promotional or informational materials used in connection with the funded project, i.e., programs, handbills, posters, radio and TV spots.
4. Submit to the County within 30 days of the completion of the project, a brief one-page summary of how the grant monies were used and how their use by the organization has contributed to community outcomes.
5. If grant is awarded for the purchase of an item(s), the organization must assure item(s) will be used solely for purpose outlined in application for a period up to two years after grant. If the organization does not comply, all items will be returned to Montgomery County.

- B. The County must be made aware of outstanding grant applications currently under consideration or recent awards in connection with the same or similar project.

VIII. OTHER INFORMATION

- A. Questions concerning grant applications should be directed to the Council Grants Coordinator at 240-777-7924 or council.grants@montgomerycountymd.gov
- B. Grant applications will be reviewed and grants announced by June 30, 2007.
- C. Grant funds will be disseminated consistent with the terms of the contract. No funds will be available prior to July 1, 2007. If your agency is funded, you are not permitted to be reimbursed for purchases made prior to July 1, 2007, even if those items are consistent with requests made in your organization's grant application.

MONTGOMERY COUNTY COUNCIL
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APPLICANT/AGENCY INFORMATION:

- A. Organization/Agency Name: _____
Street Address: _____
City, State, Zip: _____
Telephone Number(s): _____
Fax Number(s): _____
Executive Director/CEO: _____
Contact person if different from Executive Director: _____
Email address for Director and/or Contact: _____
Website address (URL) for organization: _____
- B. Amount Requested: _____
- C. Please check one of the following in each of the 3 categories below: Your response to these questions is for information and categorization purposes only.
- Non-Profit agency:
_____ Non-profit agency in existence 5 or more years
_____ Non-profit agency in existence fewer than 5 years
- Purpose of funding request:
_____ Requesting operating funds
_____ Requesting capital funds
- Type of activity to be funded:
_____ Community Development
_____ Economic Development
_____ Education
_____ Health and Human Services
_____ Recreation
_____ Other: Please specify _____
- D. Give a brief summary of your application in the space below:

Signature

Date

APPLICATION NARRATIVE

Please answer in no more than 5 single-spaced, typed pages using 12 point font. If any questions do not apply to your proposal, indicate not applicable.

Agency information

1. What is the mission of your agency? Please describe the programs and service of your agency which support this mission statement. Please describe how your agency and services fit into the overall priorities for Montgomery County. (Please do not include attachments, annual reports or other supplemental documents.)
2. Describe how these grant funds will be used in collaboration with other agencies, if appropriate.

Project Description

3. Specifically describe the project for which these grant funds will be used. Clearly list all proposed items/services to be purchased, explain nature and purpose of items/services. Provide a timeline for when services will be provided.
4. Describe how this proposal improves or creates access for the population you wish to serve. Include any barriers to service delivery and how you propose to overcome them.
5. Provide information about the number of proposed staff and volunteers and their qualifications.
6. What innovative features, if any, are associated with the use of these funds?

Outcome Measurement

7. Specifically describe the outcomes that will result from the expenditure of these grant funds. Please include information on the numbers of persons to be served and any characteristics of the targeted population (e.g. low-income, frail elderly)
8. Describe the internal mechanisms for measuring outcomes.

Project Budget

9. How does this grant request fit into your overall agency budget? If your grant request is decreased how will you accommodate this decrease to accomplish what you intend to do as described in Question 3? What is the per unit cost of the service or activity?
10. If this is not a new project, how long you have received County funding for this project? Please indicate the amount of funding in each prior year.
11. List all County funding awarded to your agency within the past five years. Please indicate the amount of funding in each prior year.
12. Will this project be completed by the end of FY 08 or is it expected to continue into future years? If the project is expected to continue, what is the plan to sustain the effort?

PROJECT BUDGET

The following budget information pertains to only the project for which you are requesting funds. This should not be your organization's total operational budget. Personnel should have a per hour cost. Operating and capital items should be listed by the number, type and unit cost. Renovation plans should be separately attached.

<u>Items</u>	<u>Requested Grant Funds for this Item</u>	<u>Organization's Funds for this Item (If Applicable)</u>	<u>Total</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Total Amount Requested: \$_____

ATTACHMENTS – ORGANIZATIONS

1. Proof of applicant's incorporation status issued by the State Department of Assessment and Taxation.
2. Proof of applicant's not-for-profit status issued by the Internal Revenue Service, Department of the Treasury.
3. Financial statement for applicant's last complete fiscal year.
4. Complete budget for applicant's current fiscal year (total organization budget).
5. Current list of applicant's Officers and Board.
6. Copy of the lease or letter from the owner of the facility approving any renovation project (if applicable).

ASSURANCES

If the grant is awarded, the applicant assures that:

1. The applicant will administer funds.
3. Funds received will be used solely for the documented activities and that those activities are of a one-time-only nature.
4. The applicant has read and will conform to the program guidelines and any other conditions imposed by the County in connection with the grant.
5. The applicant organization intends to comply with the Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied the benefits of any program, activity or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin, or handicap. The applicant further agrees to make every attempt to ensure that the program is accessible to persons with disabilities.
6. The filing of this application is made by the undersigned individual, officially authorized to represent the applicant organization by its governing board.

Signature of Person Completing Application:

Date

Typed Name and Title